



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Treasurer
Reports to: Superintendent

Purposes and Objectives of the Position:

The Treasurer handles the financial activities of a school district and maintains the financial and accounting records.

Qualifications:

- High school diploma
- Furnish a corporate surety bond in an amount fixed by the Board of Education or its designate before entering office
- Three years' experience working in finance

General Duties and Requirements

- Deposit all monies belonging to the district in accordance with the provisions of Chapter 9, Article 14, of the General Statutes of 1949 and acts amendatory thereof and supplemental thereto.
- Disburse money only upon warrants signed by the School Board President, or in his absence by the vice-president and countersigned by the Clerk.
- Prepare and submit monthly financial reports to the Board of Education.
- Approve all bills to be presented for board approval.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.